



Office of the City Clerk

Weekly Report – for Week Ending February 12, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections: Staff contacted all nine Los Angeles Community College campuses to schedule voter registration presentations over the next few months. Staff also scheduled two other outreach activities for February and March.

2016 Neighborhood Council Election: The candidate filing and documentation periods ended for Regions 1 and 4. Staff is reviewing all documents submitted for these regions and responding to candidate review requests from the public. Staff is also assisting candidates from the remaining regions so that they are able to file for their respective NC seats by the deadline.

Staff continues to collaborate with Empower LA and the online voting vendor on testing the telephone voting system, creating instructional infographics for NC candidates, and developing polling place procedures.

The following table reflects the number of certified and pending candidate applications to date.

Region	Number of Candidates Pending	Number of Candidates Certified
1	29	152
2	13	52
3	14	58
4	21	120
5	12	48
6	3	18
7	1	6
8	2	2
Totals:	95	456

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	13
Number of Notices/Publications	8
Number of Contracts Attested	19
Number of Council Files Created	31
Number of Claims Received	143
Number of Referrals	51
Number of Council Meetings	3
Number of Committee Meetings	9

Neighborhood and Business Improvement Districts: On February 10, 2016, the Economic Development Committee approved the renewal documents for the Encino and Westwood BIDs; the reconfirmation of the Los Feliz and Wilmington Merchant-based BIDs and the Annual Planning Reports for the Fashion District, Greater South Park, Historic Downtown, Brentwood Village, Village at Sherman Oaks, Sunset and Vine, Figueroa Corridor, Greater Leimert Park Village/Crenshaw Corridor, Historic Old Town Canoga Park, Tarzana Safari Walk, and Westchester Town Center BIDs.

Records Management: Thirty-one employees from 19 departments have been scheduled to take Records Coordinator training during the week of the February 22 - 26.

TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**



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The retention schedules of 19 departments were approved by the Entertainment and Facilities Committee and will be scheduled for City Council later this month.

Retention schedules have been drafted for City Council offices and for the Mayor's Office to provide them a basic framework for retaining official records and disposing of obsolete records.

Historical Archives Research: Staff identified and provided to the Office of the CAO 12 boxes of historical CAO reports relating to the Petroleum Administrator function in response to a public records request.

Archival Projects: The City Archives will be featured on an episode of KCET's program "Lost LA." http://www.kcet.org/shows/lost_la/reshaping-la.html

Applications and Infrastructure: The software cost for implementing an electronic agenda builder system for 96 Neighborhood Councils is approximately \$4,000 annually. Funding will be discussed at the next meeting between City Clerk and Empower LA. The City Clerk will absorb the hardware and programming costs if implemented.

Fiscal: Staff will follow up with DONE Friday to determine whether DONE has had any success in maintaining its banking relationship with Union Bank or with another City-contracted bank, like Wells Fargo or US Bank. DONE has been without a contract for about a year and the City Clerk is concerned about a proposed functional transfer of DONE's administrative function next year without a bank contract in place or some other practical way of having Neighborhood Councils spend their funds.

ISSUES

The City Clerk's internet page was down and not accessible for a few hours earlier this week. ITA was notified and resolved the problem. There was no impact to the NC Candidate Registration portal because that application is hosted on different hardware.

The City is changing its record storage contractor from Iron Mountain to Storetrieve. Unfortunately, we have encountered some problems with the "old" contractor, Iron Mountain, as we transition to the new contractor. Iron Mountain is proposing a longer time period to retrieve our documents, which will cost the City significantly more in storage costs. We sent a letter to Iron Mountain with a more aggressive timeline to move our records from their facility into our possession. We will be meeting with the City Attorney next week to discuss options if Iron Mountain does not respond to our request.

UPCOMING . . .

None to report.